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12 November 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report No. 45
8 - 12 November 1971

1. The OTR Schedule of Courses January-June 1972 was distributed by PSD on 10 November.

2. Sixteen people received counseling during this reporting period. In the course of the counseling sessions, [redacted] found a need for information on referral sources within the Agency. As a start, she had a very instructive interview with [redacted], C/OMS/PSS, in which specific capabilities and responsibilities of the PSS in relation to the ISS counseling service were discussed. Ruth is planning interviews with other offices, e.g., OP's Educational Aid Fund and Retirement Affairs Division, with the same purpose, to clarify procedures and conditions of referrals.

3. CIA has been given a quota of one for the Defense Intelligence School's Joint Intelligence Orientation Course, 5 January - 2 February 1972. The ORD Training Officer is checking to see if there is still interest as previously indicated. If not, we will notify the DDI/STO to see if anyone in DDI is interested. [redacted] suggested DDS&T as a third possibility. The course is designed to provide active duty military officers and career civilians with an appreciation of joint intelligence, its primary purpose, major functions and the application of the components of strategic intelligence to the study of the major world areas. Civilian students must be grade GS-9 or above and have a need-to-know concerning inter-agency and joint intelligence relationships.

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[redacted] is attempting to get DIS to send letters of this type to the Director of Training rather than the DCI. He has succeeded in some cases and will continue to try to get all the offices at DIS to follow this procedure.



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4. Requests for information on external training have included:

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- a. Technical writing courses (FMSAC)
- b. National Security courses (OSP and OS)
- c. CSC's course in Office Skills (PSS)
- d. USAFI correspondence courses (OEL)
- e. Contracting [redacted]
- f. Source Data Automation (SSS)
- g. Missile and tactical fighter courses (OSR)

5. Two OCS employees have been enrolled in the American Management Association's Catastrophe Prevention Management of the Computer Complex, in Atlanta, Georgia, 7 - 9 December 1971. (Some title!)

6. There are three nominees for the Survey of Intelligence Information Systems to be given at the Information Science Center beginning 17 January; two are from NPIC, one is from ORD; a person from IRS has expressed interest. No nominees for the Information Science in Support of Intelligence Functions, beginning 10 January 1971. Our quota is six and ISC's deadline was 8 November.

7. We have received a request from SAC for our quota requirements for Calendar Year 1972. We are requesting two spaces in each of the senior and staff Ballistic Missile Staff courses at Vandenberg AFB. This is our normal input, and what we have budgeted for.

8. Fifteen employees attended the special Cybernetics Lecture given by Dr. Carl Hammer of UNIVAC at the Information Science Center on 8 November 1971.

9. In response to an invitation from the National Security Agency for a quota of one in the National Communications Security Course, beginning 17 January 1972, the Office of Security has nominated [redacted] GS-13.

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10. Four Agency employees are enrolled in FSI's Radical Ideologies and Political Systems, which begins Monday. Three are from [redacted] and one from OTR [redacted].

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11. Mr. [REDACTED], GS-15, Chief, Group IV, Audit Staff, will represent the Agency in a special American Management Association Seminar, Operational Auditing Applications, being conducted in Atlanta, Ga., from 6 to 10 December 1971. Mr. [REDACTED] [REDACTED]

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Chief
Instructional Support Staff

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